



# SILIGURI MUNICIPAL CORPORATION

P.O. SILIGURI, DIST. DARJEELING (W.B.), 2521147


Memo No. 147/SMC/UPHCS/18-19

Date: 04/01/2019

## EXPRESSON OF INTEREST NOTICE

Expression of interests are invited by the undersigned in prescribed proforma from reputed and eligible Diagnostic Centres for establishment of diagnostic facility ( USG ,Laboratory services ) at Matrisadan , Dabgram in concessional rate by PPP mode as detailed in the terms and conditions, for patients of Matrisadan ,Dabgram and all Urban Primary Health Centres ,SMC.

1. Applicants are to submit application fees of Rs. 5000/- (Rupees Five thousand) only which is to be deposited at the time of submission of Expression of interest in the form of Banker's Cheque/-Draft drawn in favour of Commissioner, Siliguri Municipal Corporation with the application.
2. Applications are to be submitted along with requisite necessary documents in the Tender box kept in the Office of the Matrisadan ,Dabgram. For details & proforma ( Annexure I to VI)visit the website [www.siligurismc.in](http://www.siligurismc.in) and contact the Matrisadan Office (03532598340)& Health Section ,Siliguri Municipal Corporation . The intending participant may visit the Matrisadan Laboratory site.
3. The selected PPP will have to enter into agreement in a non judicial stamp paper of Rs.50/- with SMC within 21 days of accepting the offer letter .
4. Last date for submission of application is: 21/ 01 /19 upto 2 pm. the same will be opened on 21 01/19 at 3 pm in the office of the undersigned.

  
Commissioner  
Siliguri Municipal Corporation

**Establishment of Diagnostic Centre under Public  
Private Partnership (PPP) at Matrisadan in  
Siliguri Municipal Corporation, Siliguri ::  
Darjeeling**

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**Siliguri Municipal Corporation,  
Beside Court More, Municipal Office Road,  
P.O. Siliguri, Darjeeling-734001  
District: Darjeeling**

**Last date of submission : 21/01/19 upto 2 pm**

## 1. Background

- a) Siliguri Municipal Corporation has identified several important needs and taken initiatives to strengthen the Health and Medical care services for greater benefit of the people in the area. Amongst various needs, greater access to essential investigation facilities round the clock by the patients at affordable cost is one such important initiative that the Siliguri Municipal Corporation has planned to undertake for the benefit of the patients at large in Urban primary Health Centres and Matrisadan. Such initiatives are also expected to cope with the increasing load of the patients in these hospitals. Moreover, round the clock investigation facilities would also enable the Doctors to introduce proper and timely treatment protocol for the benefit of the patients. The purpose of these schemes under PPP is to use strengths and resources of both the partners to provide diagnostic and investigation facilities at affordable cost in these Hospitals.
- b) As part of the above initiatives, the Siliguri Municipal Corporation has felt the need of establishing essential and important diagnostic facilities round the clock through PPP at the Matrisadan, Dabgram, Siliguri to meet the increasing need of this institution for such services in view of the high turn out of patients in this hospital as is evident below :

Total OPD patient 2017-18	Total patient Upto Oct 2018	Total patient Matrisadan 2017-18	Total patient Matrisadan upto October 2018
64842	46094	9813	7070

- c) Considering the requirement, Siliguri Municipal Corporation has felt the need for **introducing round the clock facilities for USG & Laboratory services under PPP** by engaging competent organization selected through defined selection criteria.
- d) It is expected that the introduction of **for USG & Laboratory services under** under PPP as mentioned above would provide improved investigation facilities to the patients in this hospital at affordable cost.
- e) Salient features of the scheme and other relevant information for establishment of these services are provided in the following sections



## 2. Description of the Scheme

### a. Partnership Model

- 1) The partnership would be governed by an **agreement** with detailed terms and conditions to be signed by the selected Private Sector Partner (PSP) with the commissioner Siliguri Municipal Corporation for establishment and running of the Diagnostic Centre with prescribed services.
- 2) The initial duration of the agreement will be for a period of 3 (**three**) years. There will be an annual review of performance. The renewal of the contract at the end of three years will be subject to satisfactory consecutive annual review reports during the contract period.

### b. Salient Points of the Agreement

- 1) Under this agreement, the selected PSP will set up Diagnostic Centre for round the clock services comprising of services as described under Section 5.
- A. The PSP will install necessary equipment for setting up the Centre at their own cost in the hospital for round the clock operation and management of the services.
- 2) As per terms of the agreement, the Siliguri Municipal Corporation Authority will provide ready-to-use space as per requirement of The West Bengal Clinical Establishment Act 1950 as amended hereafter and The West Bengal Clinical Establishment Rules 2003 as modified hereafter. Water supply will also be provided free of cost. The PSP will be required to install separate electric meter as described under Section '3 c' and pay consumption charges directly to the energy supplier as per prevailing rules of the energy supplier.
- 3) The PSP shall be responsible for the entire operation and management of the centre round the clock, undertake all tests/investigations prescribed under Section 5 for all the patients treated in this hospital and collect **payments** from the patients treated in the Matrisadan and Urban Primary Health Centres, Siliguri municipal Corporation as per the approved rates provided.
- 4) The PSP may also extend the services to patients referred from private practitioners/private hospitals and charge, collect and retain user charges at the market rate. However, it is to be noted that patients of the concerned hospital will get priority for use of these facilities.
- 5) As part of the obligation of the agreement, the selected private partner shall have to pay a concession fee to the Siliguri Municipal Corporation ( to be submitted to Matrisadan Account) on quarterly basis in lieu of the space and the access as well as the captive market provided for setting up the centre under PPP and thereby the business generated. The Bidding parameter for selection of the PSP shall have both technical components and financial offer. The fixed quarterly amount offered by the applicants by way of financial offer will be the final basis of selection of technically qualified applicants.

- 6) Free services shall be extended to the poor and vulnerable sections of the population to cover safety nets for this scheme for such patients and the total amount will be reimbursed from the quarterly concession fee received and the free services will not be less than 20% of the services provided in the previous month.
- 7) The Siliguri Municipal Corporation authority will utilize revenue received by way of concession fees from the PSP for reimbursement of cost for such free services as mentioned above under '6' to the concerned PSP on quarterly basis as described in detail under Section 6b.
- 8) **The Bidders are being required to quote the Fixed Concession Fee as premium in each quarter offered for operation and management of Diagnostic Centre for USG and /Laboratory services under PPP at Matrisadan SMC. The amount of concession fee to be paid in each quarter to the Matrisadan ,Siliguri Municipal Corporation will be the fixed amount quoted in the financial bidding process for each Quarter as mentioned in Annexure -III, or 20% of the gross quarterly revenue generated from the facility whichever is higher.**

### **3. Role and Responsibilities of the Hospital Authority and its various wings**

- a. The required ready to use space as per clinical establishment norms for each of the services to be provided and supply of water (including water tax, if any) will be provided free of cost by the Hospital Authority to the PSP for running of the services.
- b. In case ready to use space is not available, the Siliguri Municipal Corporation Authority will undertake necessary work to make the space in 'ready to use' condition. However, the PSP will be allowed to make additional painting and refurbishing of the premises if it so desires at its own cost. However, it may be mentioned here that the PSP except with the prior permission in writing from Authority would not carry out any major structural changes or major modifications in the Hospital but shall be entitled to make such minor modifications as may be necessary in its opinion for delivering the standard services, provided, any such modifications are in accordance with the Clinical Establishment Rules.
- c. Use of electricity will be allowed by the Siliguri Municipal Corporation Authority for which the PSP will pay consumption charges directly to the energy supplier as per prevailing rules of the energy supplier. Necessary NOC from the competent authority of the concerned Matrisadan and will be provided to the PSP for procurement of separate electric meter for which the applicable security deposit and installation charges within the operating rooms under PPP will be borne by the PSP. However, it is to be noted that the Siliguri Municipal Corporation Authority will arrange at their cost installation of the electrical connection and augmentation if required up to the door step of the operating rooms for the facilities undertaken under PPP.
- d. The Siliguri Municipal Corporation Authority will approve the appropriate soft ware package to be installed by the PSP at its own cost and all kinds of transactions have to be done by the PSP using that software only so that monitoring at any point of time can be done by the proper authority of Siliguri Municipal Corporation.



- e. The Siliguri Municipal Corporation will fix the price of each test for the diagnostic centre as described in Section 6. The rate of each of the diagnostic tests will be reviewed as and when required.
- f. The Siliguri Municipal Corporation will form a Monitoring Committee to oversee the operational activities of the Diagnostic Centre under PPP.
- g. The Siliguri Municipal Corporation shall review the amount of concession fee at the end of each year for revision based on performance

#### **4. Role and Responsibilities of the PSP**

- a. The PSP shall duly sign the Possession letter (to be incorporated as Schedule in the legal agreement) for the space provided by the Hospital Authority for conducting the Diagnostic Tests.
- b. The PSP shall comply with the conditions laid down in Section 3b relating to structural modifications of the space.
- c. Installation of electricity meter in its own name will be undertaken by the PSP as described under Section 3c.
- d. The PSP shall ensure that the concession fee is paid in the account of the Siliguri Municipal Corporation on quarterly basis within the time frame incorporated in the agreement.
- e. The PSP shall be responsible at its own cost all operation and management of the Centre including maintenance of its equipments and deployment of required medical, technical and other personnel in accordance with the relevant Clinical Establishment Acts and Norms.
- f. The PSP shall comply with all statutory requirements as applicable under The West Bengal Clinical Establishment Act 1950 as modified hereafter and The West Bengal Clinical Establishment Rules 2003 as amended hereafter and other applicable Acts and Laws.
- g. The PSP shall also comply with the fire safety requirements as per West Bengal Fire Services Act, 1950 as amended up to date.
- h. The PSP shall ensure that the services would be operational round the clock as specified in Section 9.
- i. The PSP shall comply with the requirements for adherence to pricing policies and reporting system. The PSP shall arrange for submission of all prescribed documents relating to operation and performance of the centre of each calendar month not later than 10<sup>th</sup> of the next month.
- j. The PSP shall comply with the requirements as described under Section 3d relating to installation of soft ware packages for operation and management of the Centre.

### 5. Policy on services to be provided in the Diagnostic Centre with price notification

#### Price Notification for USG and Laboratory services of Siliguri Municipal Corporation

##### STANDARD DIAGNOSTIC SERVICES & Rates

Sl.	Name of the Tests/Investigations	Max. Approved Rate (in Rupees)
<b>Biochemistry</b>		
1	Blood Sugar (fasting/PP/Random)	15
2	Urea	15
3	Uric Acid	15
4	Creatinine	17
5	Serum Triglycerides	65
6	Serum Cholesterol	25
7	Liver Function Test	100
8	Urine Albumin/Sugar	10
9	Sugar, Urea & Creatinine (combined)	45
10	Lipid Profile	150
11	CSF : Sugar, Micro protein, Chloride (each)	40
12	Thyroid function test ( T3 ,T4,TSH)	200
<b>Haematology</b>		
13	Hb% ,TC ,DC , ESR	25
14	Platelet Count	20
15	Reticulocyte Count	20
16	Foetal Hb%	30
17	Blood Grouping and RH factor:	20
<b>Pathology</b>		
18	PAP Stain	85
19	Peritoneal/ Pleural/ Ascitic Fluid/ Other Body Fluids for Cytology (each)	50
20	FNAC with slide	150
<b>Microbiology</b>		
21	Blood Culture	50
22	Urine Culture	50
23	Stool Culture	50
24	Pus Culture	50
25	Sputum Culture other than TB	30
26	Sputum/ Other Smears for AFB or Gram Stain	30
27	Throat Swab Culture	30
28	Conjunctival Culture	30
<b>Serology</b>		
29	Australian Antigen	50
30	VDRL	20

Sl.	Name of the Tests/Investigations	Max. Approved Rate (in Rupees)
31	Mantoux Test	20
32	ASO Titre	70
33	Widal Test	30
34	Pregnancy Test	25
<b>Clinical Pathology</b>		
35	Stool/Urine for routine examination	10
36	Stool for Occult Blood	10
37	CSF Cell type & Cell Count, gram stain AFB Cell type:	60
38	Semen Analysis:	50
<b>Radiological</b>		
39	USG Upper Abdomen:	225
40	USG Lower Abdomen:	225
41	USG Whole Abdomen:	350
42	USG Pregnancy:	200
43	USG Liver, G.B, Pancreas, Spleen:	225
44	USG- KUB and Prostate:	225
<b>ECG</b>		
46	ECG *	25

\*quotation for ECG not mandatory.

\*\* The rate of any other test if included later for the interest of public service will be guided by the decision taken by the SMC authority and agreement with PPP partner.



## **6. Policy on Rates (User Charges) and Free Services**

### **a. Rates (User charges)**

i. The PSP will charge, collect and retain user charges from patients of the Urban primary Health Centres, SMC and Matrisadan for the cost of specific services at rates fixed by the Siliguri Municipal Corporation and provided in the Standard Diagnostic service and rates. The approved rates as applicable for Diagnostic Services under PPP at existing hospital by the Department of Health & Family Welfare, Government of West Bengal rates has been taken into consideration for fixation of rates. **The rate may be reviewed by the Siliguri municipal Corporation authority as necessary.**

ii. Rates should be prominently displayed by the PSP in the Hospital where these services are provided.

iii. The PSP may also extend the services to patients referred by private practitioners/private hospitals and charge, collect and retain user charges at the market rate. However, it is to be noted that patients of the concerned hospital will get priority for use of these facilities.

### **b. Free Services**

i. The policy of free services shall be applicable to poor and vulnerable sections of the population, BPL category of patients as well as patients eligible for free services as per recommendation of the Siliguri Municipal Corporation. These patients will be referred by the Health Officer, SMC, Medical Officers of the 10 urban Primary Health Centres and consultants Matrisadan and recommending for free services with the required hospital prescription of the concerned patients. Such free services shall be extended to the poor and vulnerable sections of the population to cover safety nets for this scheme for such patients and the total amount will be reimbursed from the quarterly concession fee received and the free services will not be less than 20% of the services provided in the previous month.

ii. The total number of patients for the purpose of calculation will include both the above hospital patients as well as patients referred by private practitioners/private hospitals.

iii. The proceeds from concession fee will be utilized for reimbursement of the cost of free services provided by the PSP and the same will be reimbursed by the Siliguri Municipal Corporation to the concerned PSP on quarterly basis on submission of prescribed documents. Any excess/deficit for such reimbursement will be adjusted in the subsequent quarter.

iv. The PSP shall keep relevant record for such free services (e.g photocopy of prescription). The monthly information system shall include necessary details of free services provided during the month and the number of patients entitled for free services in the following month.

v. In addition, BPL Pregnant Women during Antenatal (ANC) / Intranatal (INC) / Postnatal (PNC) period and sick new born up to 30 days of age will be entitled for free diagnostic services (required tests under clinical laboratory, USG, ECG & Echocardiography) and the payments for such tests/investigations will be reimbursed to the PSP by the Siliguri Municipal Corporation Authority on monthly basis through the Siliguri Municipal Corporation fund as per the tests and approved rates provided by the Siliguri Municipal Corporation. Prescribed documents for such claim will be submitted by the PSP to the Siliguri Municipal Corporation every month as per terms of the agreement for reimbursement of claim.

vi) Monitoring of implementation of the policy on free services shall be undertaken by the authorized personnel of Siliguri Municipal Corporation.

## 7. Monitoring Mechanisms

- a) The competent authority on behalf of Siliguri Municipal Corporation shall monitor the day-to-day operational activities of the services undertaken by the PSP.
- b) Performance review will be undertaken by Siliguri Municipal Corporation on quarterly basis. Senior Official from Siliguri Municipal Corporation will be present during Performance Review.
- c) The PSP shall be required to submit prescribed documents including monthly reports in prescribed format to concerned officials.
- d) An appropriate soft ware package approved by the Siliguri Municipal Corporation shall be installed by the PSP at its own cost and all kinds of transactions have to be done by the PSP using that software only so that monitoring at any point of time can be done by the Hospital Authority.

## 8. Causes for Termination

Any of the following events shall constitute an event of default by the PSP entitling the Hospital Authority to terminate this agreement:

- a. Failure to commence services in the Hospital within **3 months** of signing the agreement. The period may be extended maximum 6 months if in the meantime the services will be provided by the PPP partner in their already established centre in the same terms and conditions until facility provided in Matrisadan.
- b. Collecting charges from the patients in violation of the Policy on User Charges
- c. Failure by the PSP to deliver timely reports in respect of the Standard Diagnostic Services (mandatory tests) on more than five occasions in a month.
- d. Inaccuracy detected in at least three occasions in a period of three months in the diagnostic reports delivered to the patients.
- e. Error detected in more than two occasions in six months in recording the correct entry of the number of patients referred from the concerned hospital as well as by the private practitioners/private hospitals in each month.
- f. Failure to comply with the statutory requirements, Clinical Establishment Acts, Rules and other applicable norms.
- g. Criminal indictment of the promoters, member/s of the Board of Directors, chief functionaries, key personnel engaged by the PSP for operation and management of the services.
- h. Engagement of unqualified persons for running of the Services
- i. Use of the allocated space by the PSP for any other purpose other than the approved scheme.



- j. Failure to deposit concession fee by the PSP for a given quarter within due date as per terms of the agreement.

Upon occurrence of any of the defaults, the Siliguri Municipal Corporation Authority would follow the procedures of issuing time bound Notice/Show Cause before deciding on termination of the agreement. The decision of the Siliguri Municipal Corporation Authority shall be final and binding on the PSP.

### **9. Duration of services**

The PSP shall ensure that the services would be provided round the clock ( 9 am morning upto at least 8pm) through out the year for **at least 95%** of the time. The prescribed services will not be interrupted for more than five days in a quarter.

### **10. Eligibility criteria of applicants and selection process**

#### **a. SELECTION COMMITTEE**

The process of selection shall be undertaken by a Technical Selection Committee as decided by Higher authorities of the Siliguri Municipal Corporation.

#### **b. ELIGIBILITY CRITERIA OF THE ORGANIZATION FOR SUBMISSION OF APPLICATION**

The eligibility criteria for application of interested organizations for consideration of selection of the Organization for operation and management of the Hospital under PPP are provided as under:

- 1) The Organization (Limited Company/Private Limited Company / Partnership or Proprietary Firm / NGO / Trust/ Charitable/Philanthropic) must be registered under appropriate statutory authority of Government of West Bengal / Government of India or under Companies Act
- 2) The Organization has experience of running a Diagnostic Centre anywhere in West Bengal for more than 3-years operating the services under Laboratory Services and /USG.

or

Running a Hospital/Nursing home anywhere in West Bengal with Diagnostic Facilities for Laboratory services/USG for more than 3 years.



3. No litigation is pending on date and no penal measures were taken against the applicant under applicable Acts and laws. The organization shall be required to give an undertaking in this regard.

Applicant failing to fulfill any of the above-mentioned Eligibility Criteria will not be considered for selection. However, the selection committee if so decides may relax any of the criteria excepting sl no 3 above in case of deserving applicants.

### C. SELECTION PROCESS

1. Selection process would involve short-listing of applicants based on the criteria as under. If required, Physical inspection at the facilities of the applicants with prior intimation may be undertaken by Selection committee or members authorized by Selection committee for gathering information relating to short listing of applicants for further processing for selection.
2. Diagnostic facility within Siliguri Municipal Corporation area will be preferred.
3. The Agency may apply for USG or Laboratory services or both.
4. Agency to use separate application for USG & Laboratory ( for both application)
5. The technical Criteria :-

Criteria	Remarks by the Agency
The Organization has experience of running the existing Diagnostic centre for last 3 years and above	
The organization is located and business operation in the Siliguri (Municipal Corporation area or bordering District:	
Accreditation ISO/NABL/etc./none	
Number of specialist available in existing facility ( Microbiologist/ Pathologist /Biochemist)	
Whether the existing facility is operating round the clock	
Experience in running diagnostic centre in PPP mode if any	
Average Annual turn over in last two financial year	

*The Diagnostic facility in Siliguri Municipal Corporation area or Bordering Districts mean Districts having common boundary with the District where Diagnostic centre would be established under this scheme for which Notice inviting Expression of Interest has been issued.*

**6. Final selection of the Organization from the applicants would be made on the highest offer made by an applicant for the fixed amount towards concession fee to be paid on quarterly basis for operation and management for each of the services under PPP who meets the technical criterias.**

- a The Selection Committee can call for any further clarifications or information or documents at any point of time. The applicant may also be called for explaining or clarifying issues, if there be any.
- b Decision of the Selection Committee on selection of the Organization is final.

### **ANNEXURES**

#### **Annexure I:**

Instruction to applicants regarding submission of application

#### **Annexure II:**

Application Format for the interested Organizations

#### **Annexure III:**

Concession Fee to be offered by the Organization for operation and management of the specific services to be submitted by the Organization

#### **Annexure IV:**

Draft of the covering letter to be submitted in the Letter Head of the Organization

#### **Annexure V:**

Possession Certificate :-

#### **Annexure VI**

Requirement of space .

EOI vide memo no. 147/UPHCS/SMC/18-19 dated 04 01/2019

## Annexure I

### Instruction to applicants regarding Submission of Application

- 1 Please read the Information Brochure carefully before submission of the application.
- 2 The application is to be submitted in the prescribed format containing general and technical information along with copy of documents to be submitted as per Annexure-II.
- 3 Format for the concession fee offered by the applicant for operation and management of each of the services under PPP along with a offer letter is given in Annexure-III
- 4 Draft of the covering letter is provided in Annexure IV.
- 5 The sealed documents as mentioned above under 2,3 along with a covering letter as mentioned above under 4 should be put in one envelope super scribed:  
  
"Application for establishment of Diagnostic Centre (( specify USG or Lab Services) under PPP at Siliguri Municipal Corporation."
- 6 The application is to be submitted in the following address in the drop box kept in the Office of the ,Siliguri Municipal Corporation.  
  
The Commissioner  
Siliguri Municipal Corporaton,  
P.O. Siliguri, Darjeeling-734001
- 7 The last date for submission of application is 21<sup>st</sup> January'2019 , 2pm & The Applications will be opened at 3 pm on 21<sup>st</sup> January' 2019 in the abovementioned Office of the Commissioner ,Siliguri Municipal Corporation.
- 8 Interested Organizations desiring to undertake physical inspection of the Hospital before submission of EOI as well as for any clarification, if required, relating to filling of application may contact the Health Section and Matrisadan Siliguri Municipal Corporation.
- 9 For information regarding opening date and time of the bids , visit the website [www.siligurismc.in](http://www.siligurismc.in) regularly.



**Annexure II**

**Application Form for selection of the Organization as PSP for  
Operation and Management diagnostic services / Dialysis  
Services under PPP**

*(Pl refer to Instructions provided under Annexure 1 before filling up the Application Form)*

1. **Name of the Organization:**
2. **Status of the Organization:** Limited Co./Private Limited Co./ Partnership Firm/Proprietorship Firm /NGO /Trust/Others (specify):
3. **Nature of Business/Activities of the Applicant :**
  - a.
  - b.
  - c.
4. **Complete address:**
5. **Phone & Fax number:**
6. **E-Mail ID:**
7. **Web site (if any):**
8. **Registration details of the Organization:**  
(Registered under Company's act/ Society act etc.)
9. **Number of years of experience in Health Care:**
10. **Name and Address of the Hospital/Nursing Home /Diagnostic center:**  
  
(If the name/address is different than that of the Organization as stated under 1 above)
11. **Year of Incorporation of the Hospital /Nursing Home / Diagnostic Centre:**
12. **Services/Facilities provided in-house ( Please Tick):-**

Clinical Laboratory (Pathology, Biochemistry etc) : Yes/No

USG facilities: Yes/No

ECG : Yes/No

Echocardiography: Yes/No

13. **Annual turn over of the Organization for the last 2 (two) financial years ending March 2018 :-**

Financial year ending 2017 :

Financial year ending 2018 :

14. Details of License for the diagnostic unit (CE) of the organization under WB CE Act & Rules (Enclose copies of license) :
15. Other information as required in terms of Eligibility Criteria & Selection Process described under Section 10 (Supporting documents need to be submitted):
- a. Accreditation: ISO Certification: Yes/No; NABL: Yes/No
- b. Number of Specialists with the existing diagnostic unit for clinical laboratory:-
- Pathologist: Yes/No
- Bio-chemist: Yes/No
- Microbiologist: Yes/No.
- c. Number of Sonologist/s in the existing centre :-
- d. The existing centre is operational round the clock: Yes/No
- e. Experience of running diagnostic unit under PPP, if any : Yes/No
- If yes, name of the hospital and services provided:-
- Number of years of experience under PPP:-
- g. Distance of the existing centre from Matrisadan, Siliguri Municipal Corporation-734001, \_\_\_\_ km & whether existing centre is situated in the Siliguri Municipal Corporation area.
16. Declaration: This is to confirm that no litigation is pending on date and no penal measures were taken against us under applicable Acts and laws
17. List of documents submitted with the application (please tick)
- Copy of Registration Details of the Organization
  - Memorandum & Article of Association (if applicable)
  - Copy of the partnership deed if it is a partnership firm
  - Copy of audited Balance Sheet and accounts statements for the last financial year ending the financial year March 2018.
  - Copies of all relevant licenses [refer item no. 14 of this application]
  - Supporting documents for information required under item no. 15
  - Specifications & Make of the equipment proposed to be installed in the diagnostic units for USG.

Signature:  
Name in full:  
Designation:  
Date

EOI vide memo no.

### Annexure III

**Draft of the covering letter to be submitted in the Letter Head of the Organization along with application and other documents**

To:  
The Commissioner  
Siliguri Municipal Corporation  
Siliguri-734001

**Sub: Concession Fee offered for operation and management of Diagnostic Centre ( specify USG or Lab Services ) under PPP at the Siliguri Municipal Corporation.**

Dear Sir,

With reference to your advertisement inviting Expression of Interest vide Memo. No. 147/UPHCS/SMC/18-19 dated 04-01/2019 for selection of Organization for Diagnostic Centre ( specify USG or Lab Services ) under PPP at Siliguri Municipal Corporation, given below is our offer for concession fee for the services in the hospitals as mentioned below:

a. Name of the Hospital: Matrisadan, Dabgram ( for Matrisadan & UPHCS ) in SMC area

b. Our offer for Concession Fee for each quarter of the year for the Diagnostic Centre under PPP:

Rupees per month x4=Rupees per Quarter

(Both in figures and words)

We, therefore, the undersigned offer to establish and operate the Diagnostic Centre ( specify USG or Lab Services ) under PPP as per the scheme at a fixed concession fee of Rs \_\_\_\_\_ (Rupees \_\_\_\_\_) for each quarter of the year as mentioned above.

Signature of the applicant:  
Name in full & designation:

Date:



**Annexure IV**

**Draft of the covering letter to be submitted in the Letter Head of the Organization along with application and other documents**

To:  
The Commissioner  
Siliguri Municipal Corporation  
Siliguri-734001

Subject: Application and BID in response to your Advertisement vide memo No. 147/UPHCS/SMC/18-19 dated 04 01/2019

Dear Sir,

With reference to your expression of interest inviting advertisement vide memo No.147/UPHCS/SMC/18-19 dated 04 01/2019 for selection for establishment and operation of the Diagnostic Centre ( specify USG or Lab Services ) under PPP at the Matrisadan , Siliguri Municipal Corporation-734001, we beg to submit our Application and offer for Concession Fee for your consideration.

As required, we enclose the following documents in sealed cover along with this letter:

1. Application Form duly filled in and copy of documents as per Annexure II of the Information Brochure duly filled in.
2. Concession Fee offered by us in the prescribed format as per Annexure III of the Information Brochure.

Yours faithfully,

Signature with rubber stamp  
(Name and Designation of the signatory)

Encl: as stated

Date:

## **Nature of Partnership**

### **Partnership:**

An agreement would have to be signed by the selected Private Partner with the Commissioner Siliguri municipal Corporation to operate the diagnostic Centres.

### **Terms:**

- a. Duration of Agreement: Initially for 3 years, renewable subject to review of performance.
- b. Termination of Agreement: conditions specified in serial no. 8.
- c. Siliguri Municipal Corporation to provide rent-free ready-to-use space within Matrisadan Dabgram, as per norms of Clinical Establishments Act 1950 as amended in 1998 and Clinical Establishment Rules, 2001 as modified in 2003 or hereafter to the Private Sector Partner (PSP) to set up and run diagnostics facilities within Matrisadan Dabgram, Siliguri.
- d. The Siliguri Municipal Corporation shall identify the space for establishing all the facilities at the earliest.
- e. Possession letter for the above space (see **Annexure - V**) duly signed by the PSP shall be kept in the record of the Matrisadan and a copy of the same along with the agreement to be kept in the office of the Commissioner Siliguri Municipal Corporation.
- f. In case ready to use space is not available, SMC authority will undertake necessary work to make the space in 'ready to use' condition. However, the PSP will be allowed to undertake minor repair works at their own cost with the concurrence of the SMC authority.
- g. Furniture, refrigerator and equipment as per norms of Clinical Establishments Act and Rules would be installed by the PSP at own cost.
- h. Ownership status for all movable assets created from investments made by the PSP will remain with the PSP.
- i. SMC authority will provide free supply of water (including water tax) for use by the PSP.
- j. Matrisadan to allow use of electricity for which PSP will pay consumption charges as per prevailing rules of energy supplier. PSP will apply for the installation of separate electric meter in its name and the installation charges for such a connection (security deposit etc) will be borne by the PSP. . PSP will make payments for energy consumed for the diagnostic facility directly to energy supplier as per their rules.
- k. PSP will be responsible for maintenance and security for the space of the diagnostic centre. The premises will be in physical lock and key of the PSP.
- l. Usage right of the PSP for space and facilities provided by SMC Authority is governed by agreement between SMC and PSP EOI vide memo no.

**Possession Certificate**

Whereas it has been decided by the Government vide Order No. \_\_\_\_\_ that a Diagnostic Centre would be set up in Matrisadan ,Dabgram of \_\_\_\_\_ district under Public Private Partnerships by \_\_\_\_\_ of \_\_\_\_\_ [Private Partner] to provide Standard Diagnostic Services in accordance with the Agreement executed on \_\_\_\_\_ between the aforesaid Private Partner and Siliguri Municipal Corporation.

Whereas in terms of the Agreement executed, Siliguri Municipal Corporation is required to provide adequate rent free space in the above mentioned Matrisadan ,Dabgram of \_\_\_\_\_ district to the above private partner to set up the Diagnostic center.

Whereas the cover space in total area of \_\_\_\_\_square feet as indicated in the enclosed site map, within the premises of Matrisada, Dabgram has been identified as the project site in respect of the Diagnostic Centre referred to above.

Now in keeping with the decision of the Government and the Agreement aforesaid, the right of occupancy of the space, details of which are indicated in the site map is hereby handed over to -- \_\_\_\_\_(Private Partner) on the following terms and conditions:

1. The ownership of the project site remains with Siliguri Municipal Corporation and the private sector partner shall have only occupancy right to the project site for running Diagnostic Centre till such date as the agreement executed between Commissioner the Private Partner shall remain valid.
2. No encumbrance of any nature shall be created in the project site.
3. The occupant shall not do anything, which would be prejudicial to the soundness and safety of the property or reduce the value thereof.
4. The occupant shall not sell, transfer or rent out this project site for any purpose whatsoever and this site will be used exclusively for Diagnostic Centre by the Private Partner, signatory to the agreement with the Commissioner ,Siliguri Municipal Corporation.
5. The occupant shall in respect to the said project site be subject to the provisions of the said agreement and shall comply strictly with the covenants, conditions and restrictions set forth in the agreement with Commissioner , Siliguri Municipal Corporation.
6. The occupant shall vacate the project site in the event of the termination of the agreement or at the end of 3 years whichever is earlier.

(Signature) Date:

-----  
District: -----

Received the possession of the above mentioned project site on this day of ----- of ----

-----and solemnly declare that I shall abide by all the terms and conditions of the agreement as well as the terms mentioned in this certificate.

(Signature of Private Partner) Date:

Name of the Private Partner:

Name of the Organization:

Address:



### Requirement of space

#### Pathology

1. The clinical laboratory should be provided with 600 mm wide and 900 mm high bench of length about 2 meters per technician and to full width of the room for pathologist in charge of the laboratory. Each laboratory bench should have laboratory sink with swan neck fittings, reagent shelving, gas and power point and under counter cabinet. Top of the laboratory bench should be of acid and alkali proof.
2. Minimum area for a laboratory must be as under:  
Medium: 160 sq.ft + 60 sq.ft of waiting space  
Large: 210 sq.ft + 72 sq.ft of waiting space
3. Apart from point 2, space for pathologist's room, sample collection room and room for laboratory waste material for hygienic disposal should be provided.
3. The Arrangement for 24-hour adequate potable water supply needs to be made.
4. The establishment should have separate toilets for male and female
5. The establishment should have cooling arrangement.

#### Radiology

1. Minimum area for X-Ray with dark room facility must be 269 sq.ft
2. Minimum area for U.S.G must be 113 sq. ft
3. Room should be located as far away as feasible from areas of high occupancy and general traffic.
3. The radiography units should be operated from separate control room or behind a lead mobile protection screen of 1.5 mm lead equivalent wherever necessary
4. The establishment needs to fulfil the clauses as laid down in the safety manual prepared by Atomic Energy Regulatory Board, Government of India

#### E.C.G

1. Minimum area for E.C.G must be 80 sq.ft

The above requirements are as per West Bengal Clinical Establishment Rules, 2003.

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